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**Do not send this form to the above address.**

This collection of information requires that each eligible applicant submit information to enable HUD to select the best projects/work for funding during annual competitions for the CIAP. The information will be used by HUD in the rating and ranking of applications. Responses to the collection are required by Section 14(d) of the U.S. Housing Act of 1937, as amended. The information requested does not lend itself to confidentiality.

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## **Instructions for Preparation of Form HUD-52822, CIAP Application**

**Report Submission:** Prepare and submit Form HUD-52822, in an original and two copies (or any lesser number of copies as specified by the HUD Field Office), to the HUD Field Office by the deadline established annually in the Notice of Funding Availability (NOFA), published in the *Federal Register*. Use as many pages of this form as are necessary to complete the application. In addition, send a copy of this form to the appropriate local officials.

### **Heading Instructions:**

HA Name -- Enter the Housing Authority (HA) name.

FFY -- Enter the Federal Fiscal Year (FFY) for which the CIAP Application is being submitted.

### **Column Instructions:**

Column (1), Development Priority -- Enter a number indicating the relative priority for funding for each development listed in Column (2). It is not necessary to enter a number for the categories of "Management Improvements" and "HA-Wide Needs."

Column (2), Development Number -- Enter the abbreviated number (e.g. VA 36-1) of each development in the HA's inventory for which the HA is requesting funding. After listing the HA developments, enter the categories of "Management Improvements" and "HA-Wide Needs," if applicable.

**Note:** The HA has the option to include only the specific developments for which funding is requested in the current FFY or to include all its developments, regardless

of whether funding is requested. The advantages of including all developments is that it then provides HUD and the HA with maximum flexibility during Joint Review to consider funding of any development or, where the HA is approved for funding, to use leftover funds at any development.

Column (3), General Description of Physical Condition and Need -- For each development listed in Column (2), enter a general description of its current physical condition and the major work categories (e.g., kitchens, bathrooms) required to correct identified deficiencies. Separately identify any emergency work. For example: "Development is 25 years old and needs general upgrading in the areas of electrical, plumbing, kitchens, bathrooms and community room. Two accessible units needed to meet Section 504 requirements. Also need exterior lighting, playground equipment, correction of site drainage problem, and new roof (emergency due to major leaks and interior damage)." If a development has no needs, enter "no needs."

For the category of "Management Improvements" listed in Column (2), enter a general description of management deficiencies and improvements needed to correct identified deficiencies. For example: "No preventive maintenance (PM) program. Need to develop PM checklist and train maintenance employee on how to use." The HA shall identify any deficiencies in the following areas: management, financial, and accounting control systems; adequacy and qualifications of personnel employed by the HA in the management and operation of its developments for each category of employment; and adequacy and efficacy of: resident programs

and services; development and resident security; selection and eviction of residents; maintenance; unit turnover; and any other management policies and procedures.

For the category of "HA-Wide Needs" listed in Column (2), enter any other needs which are not covered under a specific development or by management improvements. Such needs may include: administration, architect/engineer fees, nondwelling structures and equipment which are not specific to a particular development, etc. For example: "Need architect/engineer to develop plans and specifications for physical work, carry out sealed bid procurement, administer contract and inspect work in progress. Also need new siding on maintenance storage shed which serves all developments."

Column (4), Estimated Cost -- For each development and for each management improvement and HA-wide need in Column (3), enter the estimated cost. Only enter the estimated cost for a major work category which is an emergency; otherwise, enter only the total for each development. If a development has needs, but no funding is requested, or if a development has no needs, enter "zero." Enter a subtotal for the categories of Management Improvements and HA-Wide Needs. Then enter a grand total for the entire HA.

### **Certifications:**

The Executive Director shall sign and date the form and certify that all developments listed in Column (1) have long-term physical and social viability, and that the requirements for consultation with residents/homebuyers and local officials have been met.

# CIAP Application

Comprehensive Improvement Assistance Program (CIAP)

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0044 (exp. 12/31/99)

HA Name:

FFY:

Development Priority (1)	Development Number (2)	General Description of Physical Condition and Need (3)	Estimated Cost (4)

I certify that all developments listed in in Column (2) have long-term physical and social viability, including prospects for full occupancy, and that the requirements for consultation with residents/homebuyers and local officials have been met.

Signature of Executive Director & Date:

X